

1 Richmond Planning Commission

2 Wednesday, August 23, 2017

3 Approved Minutes

4 **Members Present:** Sean Foley, Mark Fausel, Brian Tellstone, Lauck Parke, Joy Reap, Alison
5 Anand

6 **Absent:** Alex Brosam

7 **Others Present:** Clare Rock (Staff)

8
9 Public Comment – n/a

10
11 Administrative Items & Updates

- 12 - Approve meeting minutes – May 3, 2017, June 28, 2017, July 19, 2017, and
13 August 2, 2017

14 Motion by Tellstone to approve the May 3, 2017 minutes, seconded by Parke, all in favor. So
15 voted. Fausel abstained.

16 Motion by Fausel to approve the June 28, 2017 minutes, seconded by Tellstone, all in favor. So
17 voted. Parke abstained.

18 PC could not approve the July 19, 2017 minutes due to lack of quorum of meeting participants.

19 Motion by Fausel to approve the August 2, 2017 minutes, seconded by Tellstone, all in favor. So
20 voted.

21
22 - Updates

- 23 - State Municipal Day is coming up, Rock distributed the conference schedule. If any PC
24 members would like to attend the Town can pay the registration fee.
- 25 - Rock reported that PC member Alex Brosam has resigned. Rock suggested PC members
26 approach potential candidates and invite them to submit a letter of interest to the Town
27 Manager. PC members suggested the Town post an announcement on Front Porch
28 Forum.
- 29 - Lauck Parke will be missing the meetings in September.
- 30 - Rock provided an overview of DRB activity which includes 2 appeals and a subdivision
31 application.
- 32 - Rock provided an overview of the CCRPC Build Out / Scenario planning work. The PC
33 would like a written report of the scenarios and then PC will follow up with scheduling
34 the presentation later in the fall, maybe when a new Town Planner has come aboard.

35
36 Discussion followed about the departure of Clare Rock as Town Planner, she has accepted a
37 planning position in Montpelier. The Sept 6 PC meeting will her last PC meeting. Discussion
38 followed about recruitment and finishing up the town plan. The PC would like the Town
39 Manager to attend the next PC meeting to discuss a strategy for following through on the town
40 plan project. The PC asked, can the consultant join the meeting also? How is the job placement
41 going, will the town be seeking interim help? Can the Town revise the job description? How can
42 the PC point person work with the Town Manager?

- 43 - Foley offered to be the point person for the town plan.
- 44 - Reap offered to be the point person for recruitment.
- 45 - Parke offered to talk with Rock about any potential changes to the the job description.
- 46 - Anand has a degree in planning and can help out with any additional writing.

- 1 - For the next meeting the PC asked Rock outline the necessary steps need to get the plan
2 done. Along with timelines and voting dates/deadlines. The PC also asked if we can add
3 another meeting between now and the next PC meeting?
4

5 Town Plan

- 6 - Review Matrix – continue review of initial comments

7 The PC worked through the comments included on the Review Matric dated 7/25/2017. Rock
8 will add the comments and update the review Matric. The Review Matrix can be used by the PC
9 to ensure future town plan drafts include the information they have already discussed. Reap
10 added that the Economic Development committee is no longer is active.

- 11
12 - Format – review draft chapter mock up

13 PC members preferred the Lewiston ME plan examples, particularly example 1 (page 26) clean
14 and clear format. The use of icons on example 2 (page 144) were too much. The inclusion of an
15 overall action matrix like example 3 (page 236) will be very useful.

- 16
17 - Actions – review action matrix

18 Rock briefly described the action matrix. No discussion.

19
20 9:00 PM Adjourn

21
22 Adjourn

23 Tellstone made a motion to adjourn, seconded by Parke, all in favor. So voted.

24
25 The meeting ending at 9:05pm

26 Respectfully submitted by Clare Rock, Town Planner

27